

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-252A

OPEN PERIOD:

10/6/2010 – 10/27/2010

JOB TITLE:

Information Security
Specialist

PAY GRADE AND SERIES:

GS-0080-09/11

PAY RANGE:

\$52,852 - \$83,126

POSITION LOCATION:

Beale AFB, CA.

UNIT:

222nd Intelligence Support Squadron

PDCN #: 80622000

Security Clearance Required:

Top Secret SBI/SCI

APPOINTMENT TYPE: PERMANENT - DUAL STATUS

AREA OF CONSIDERATION: ALL SOURCES

Military grade of E-4 through E-7.

Compatible Military Grade Assignment: AFSC 3D0X1, 3S000, 3S0X1, 3S2X1, 3S3X1, 3P0X1, 3P000, 1N0XX, 1C3XX.

Key Requirements:
THIS IS A PERMANENT POSITION

This position is located in an intelligence unit. The primary purpose of the position is to serve as Chief, Special Security Office. Administers the Special Security Office (SSO) and all SCI-associated security programs and measures. Provides detailed research and analysis on physical, computer, and personnel security. This position requires a comprehensive working knowledge of intelligence support operations, procedures, and practices.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Analytical, decision making, or administrative experience, training, or education which demonstrates the candidate's ability to accomplish the work of an organization. This experience must demonstrate the ability to work cooperatively and successfully with others.

Information Security Specialist GS-0080-09 (Trainee): Must have 24 months of specialized experience in planning, directing, coordinating, supervising and controlling base and law enforcement activities; experience in formulating policies, standards, procedures, regulations, methods, and directives to established standards and criteria necessary to effect internal and external security measures; experience which demonstrates the applicant's ability to provide adequate training for the regular and auxiliary force in all facets of security and law enforcement; experience which demonstrates the ability to determine personnel required for resources protection and law enforcement functions, considering factors such as value, and security classification of facilities, and facilities to be protected; experience in analyzing and evaluating reports of investigations and the maintenance of security records, files, report and forms; experience which demonstrates the ability to integrate armed services law enforcement activities and maintain a working relationship with civilian law enforcement agencies; experience which provided the applicant's skills in the use of firearms and other protective procedures and methods in accordance with appropriate policies and regulations.

Information Security Specialist GS-0080-11: Must have 36 months of specialized experience in planning, directing, coordinating, supervising and controlling base and law enforcement activities; experience in formulating policies, standards, procedures, regulations, methods, and directives to established standards and criteria necessary to effect internal and external security measures; experience which demonstrates the applicant's ability to provide adequate training for the regular and auxiliary force in all facets of security and law enforcement; experience which demonstrates the ability to determine personnel required for resources protection and law enforcement functions, considering factors such as value, and security classification of facilities, and facilities to be protected; experience in

analyzing and evaluating reports of investigations and the maintenance of security records, files, report and forms; experience which demonstrates the ability to integrate armed services law enforcement activities and maintain a working relationship with civilian law enforcement agencies; experience which provided the applicant's skills in the use of firearms and other protective procedures and methods in accordance with appropriate policies and regulations.

TRAINEE POSITION: Applicants not meeting full qualifications for the GS-11 position indicated above may be considered for GS-09 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-11 upon meeting full qualifications and recommendations of supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to plan, direct, coordinate, supervise and control base and law enforcement activities.
2. Knowledge of security requirements established in legislation, regulations, and various policies and directives governing security police programs and systems.
3. Ability to train a group of security specialists and other employees.
4. Ability to conduct inspections of personnel, facilities, records and operational capability.
5. Ability to analyze reports of investigations and maintenance of security records, files, reports and forms.
6. Ability to maintain a harmonious work environment with others within and outside the organization.
7. Skilled in the use of protective devices, procedures and methods.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months experience. The education must have been in related fields directly related to the type of work of the position.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Air National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current résumé*.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Résumé" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBTECH@NG.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file if possible.
6. When emailing documents **PLEASE TRY TO LIMIT THE DOCUMENT TO 5 PAGES OR LESS**. Large files or documents will be rejected by the email server and will not be viewable for rating for qualifications of this office.

CONTACT THE HRO STAFFING TEAM AT (916) 854-3350 IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT EMAIL WITHIN 2 BUSINESS DAYS

[FOR HELP WITH WRITING A RESUME, PLEASE FOLLOW THIS LINK**](#)**

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current résumé* (mandatory)
- **Air Force:** Copy of Records Review RIP within last 30 days;
- **Army:** Copy of Personnel Qualification Record within last 30 days
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARD CERTIFICATES OR LETTERS OF APPRECIATION.

***CREDITING EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION AND/OR RÉSUMÉ. THE LEVEL OF EXPERIENCE IS DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED. BE DESCRIPTIVE, A SIMPLE LIST OF JOB TITLES AND DATES WILL NOT SUFFICE.**

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@NG.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Résumés and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of Consideration. The rating you receive is based on your application and supporting documents you provide. Please follow all instructions carefully. **Applications and/or résumés without a current return email will not be considered.** Errors or insufficient information may affect your rating. See the HRO website for additional tips on how to apply and résumé requirements.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@NG.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER